



DEPARTMENT OF GENERAL SERVICES

Executive Office

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November 12, 2002

To: All Agency Secretaries
All Board and Commission Heads
All Department Directors

On May 20, 2002, Governor Davis issued Executive Order D-55-02 (EO), which created the Governor's Task Force on Contracting and Procurement Review (Task Force). The Task Force issued a report (available at www.pd.dgs.ca.gov) on August 30, 2002, which contained 20 recommendations. Governor Davis approved the 20 recommendations for implementation. At this time, I am requesting your assistance with two of these: Recommendation No. 18 and Recommendation 8.

Recommendation 18

Recommendation 18 states, "The DGS shall require each state agency to designate official(s) responsible for all contracting and procurement within the state agency." (Procurement and contracting activities include the acquisition of all goods and services, including IT goods and services.) In order to implement Recommendation 18, the Department of General Services (DGS) requests that you identify your designated Procurement & Contracting Officer. The Procurement & Contracting Officer may not be the "Delegation Contact" currently required by the Delegation (Goods and IT) Guidelines or the "Contract Manager" required by Public Contract Code section 10348.5 or State Contracting Manual (SCM) section 9.02B.

The Procurement & Contracting Officer will:

- Be responsible for all procurement and contracting activities within the department in accordance with the Task Force's Recommendation No. 18.

- Be the person the DGS will contact when participation is needed to implement other recommendations made by the Task Force

- Fulfill the agency officer requirement identified in Public Contract Code (PCC) section 10333(a)(1).

- Fulfill the agency officer requirement identified in PCC section 10351(a)(1).

- Serve as the contract officer identified in the SCM, section 9.02A.

- Approve the department's Request for Delegated Purchasing Authority (Request) prior to submission of the Request to the DGS, including requests for any outlying offices. (Outlying offices include, but are not limited to, correctional facilities, district agricultural associations, hospitals, developmental centers, field offices, and district offices.)

- Sign for the department on reports for purchasing program compliance reviews conducted by the DGS, including reports for any outlying offices.

To designate your department's Procurement & Contracting Officer, please submit the following information via e-mail to cheri.shaw@dgs.ca.gov no later than November 30, 2002:

- Name
- Working Title
- State Classification
- Department
- Street Address, including address, city, and zip code
- Mailing Address, including address, city, and zip code
- IMS Code
- Phone Number, including area code
- Fax Number, including area code
- E-Mail address

Please note that the requirement for each department/commission/board to maintain a Procurement Liaison set forth in Management Memo 02-19, Revision 1, will be replaced by the Procurement and Contracting Officer. This will be clarified in a forthcoming revision to Management Memo 02-19.

If you have any questions, please contact Cheri Shaw, Acquisition Specialist, Delegation Resources Program, Procurement Division, at (916) 375-4350 or cheri.shaw@dgs.ca.gov.

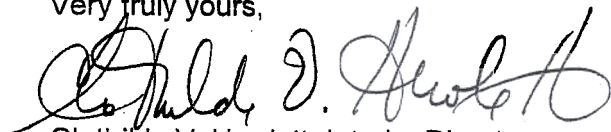
Recommendation 8

Recommendation 8 states, "The DGS shall develop and deliver to state agency contracting and procurement officials – including the DGS staff – a comprehensive training and certification program. Initial courses should be made available to state agencies within 90 days. More specialized training required for certification should commence within one year." As part of our endeavor to implement this recommendation, the DGS will be distributing the Statewide Procurement Training and Certification Survey in the coming week. This survey is crucial to the successful development of a comprehensive training and certification program for procurement professionals in state service. It will allow your organization to provide the input regarding knowledge, skills and abilities needed in the field of state contracting and procurement and will also assist DGS to develop the appropriate curriculum.

Please urge all of your employees who receive this survey to complete and return this very important request for information. If you have questions about the survey, please contact Faye Miyagi, Training and Certification Project Manager, at (916) 375-4369 or faye.miyagi@dgs.ca.gov.

Thank you in advance for providing the requested information and encouraging your staff to complete the survey.

Very truly yours,



Clothilde V. Hewlett, Interim Director
Department of General Services

CVH:JK